

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

19 February 1971

MEMORANDUM FOR: Deputy Director of Personnel

SUBJECT : Young Professionals Course

1. Since our last conversation on the status of the Young Professionals Course for DDS careerists, considerable progress has been made in planning basic criteria for participation and probable course content.

2. Further action has been suspended pending an overall review of OTR activities and priorities. I do not know when and if further action will be taken to implement the first running of the course, but I believe the Office of Personnel should be prepared at the appropriate time to represent the need for this course, or something like it, as a means of recognizing promising careerists in the Support Services. Limited promotional and overseas opportunities for young professionals, e.g. among the ranks of the GS-11 "S" careerists, cause this course to be potentially more significant than some of our traditional course offerings in demonstrating management's interest in young employees.

3. The following is a summation of some of the present thinking, relative to course participation, duration and content.

a. OTR representatives and PSS #5 members have reached a consensus that enrollment in the course should be essentially a matter of determination by the Offices concerned, within quotas and broad guidelines concerning age and grade considerations. Offices would be permitted to nominate qualified people for participation, even though they are not officially designated as professionals, for example, within the Office of Communications. The initial thinking of the Problem Solving Group concerning age and grade factors has been reaffirmed, i.e., essentially between Grades GS-08 and GS-11; normally from two to three years of service; and between the ages 25 and 33. It appears that the maximum number of students that can be accommodated in a given class will be approximately 20.

b. Current thinking calls for the course to last three weeks: the Grid (1 week); simulation exercises covering all Support Services (1 week); and Office discussions, chaired by representatives of the Support Services, (1 week). In regard to the latter, joint consideration is being given to the utilization of junior or middle professionals. Students probably would be given pre-class materials to read prior to the beginning of the course.

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c. I recommended to [REDACTED] Management School, OTR, that consideration might be given to having one or more key officials of the Support Services remain in residence with the students for the entire period of the course. I advised him that this approach has been used successfully by IRS in bringing together senior and junior officers in an environment conducive to give-and-take both in and out of the classroom.

SIGNED

[REDACTED]
Chief, Plans Staff

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OP/PS, [REDACTED] (19 Feb 71)